

# Model State Plan(CSBG)

## CSBG Cover Page (SF-424M)

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Administration for Children and Families  
Community Services Block Grant (CSBG)

Form Approved  
OMB No: 0970-0382  
Expires:08/31/2016

### COVER PAGE

<b>* 1.a. Type of Submission:</b> <input checked="" type="radio"/> Application <input type="radio"/> Plan <input type="radio"/> Other (2 Year)	<b>* 1.b. Frequency:</b> <input checked="" type="radio"/> Annual <input type="radio"/> Other (2 Year)	<b>* 1.c. Consolidated Application/Plan/Funding Request?</b> Explanation:	<b>* 1.d. Version:</b> <input checked="" type="radio"/> Initial <input type="radio"/> Resubmission <input type="radio"/> Revision <input type="radio"/> Update
		<b>2. Date Received:</b>	State Use Only:
		<b>3. Applicant Identifier:</b>	
		<b>4a. Federal Entity Identifier:</b>	
		<b>4b. Federal Award Identifier:</b>	<b>5. Date Received By State:</b>
			<b>6. State Application Identifier:</b>

<b>7. APPLICANT INFORMATION</b>			
* a. Legal Name: <b>Wyoming</b>			
* b. Employer/Taxpayer Identification Number (EIN/TIN): <b>1830208667A4</b>		* c. Organizational DUNS: <b>809915796</b>	
* d. Address:			
* Street 1:	401 Hathaway Building	* Street 2:	
* City:	Cheyenne	* County:	Laramie
* State:	WY	* Province:	
* Country:	United States	* Zip / Postal Code:	82002
* e. Organizational Unit:			
Department Name: <b>Health</b>		Division Name: <b>Public Health</b>	
* f. Name and contact information of person to be contacted on matters involving this application:			
Prefix:	* First Name: <b>Thomas</b>	Middle Name: <b>O</b>	* Last Name: <b>Forslund</b>
Suffix:	Title: <b>Director</b>	Organizational Affiliation: <b>Wyoming Department of Health</b>	
* Telephone Number: <b>(307) 777-7656</b>	Fax Number <b>(307) 777-7439</b>	* Email: <b>wdh@wyo.gov</b>	
* 8a. TYPE OF APPLICANT: <b>A: State Government</b>			
* b. Additional Description: <b>Community Services Program</b>			
* 9. Name of Federal Agency:			
		Catalog of Federal Domestic Assistance Number:	CFDA Title:
10. CFDA Numbers and Titles		93569	Community Services Block Grant
11. Descriptive Title of Applicant's Project <b>Provide funding to local governments, non-profit organizations, and community action agencies to subcontract with local service providers or provide direct anti-poverty services and activities to homeless and low-income individuals and families.</b>			
12. Areas Affected by Funding: <b>State-wide</b>			
13. CONGRESSIONAL DISTRICTS OF:			
* a. Applicant <b>01</b>		b. Program/Project:	
Attach an additional list of Program/Project Congressional Districts if needed.			
14. FUNDING PERIOD:		15. ESTIMATED FUNDING:	
a. Start Date:	b. End Date:	* a. Federal (\$): <b>\$0</b>	b. Match (\$): <b>\$0</b>

* 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?	
a. This submission was made available to the State under the Executive Order 12372	
Process for Review on :	
b. Program is subject to E.O. 12372 but has not been selected by State for review.	
c. Program is not covered by E.O. 12372.	
* 17. Is The Applicant Delinquent On Any Federal Debt?	
<input type="radio"/> YES <input checked="" type="radio"/> NO	
Explanation:	
18. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001) <b>**I Agree</b> <input checked="" type="checkbox"/>	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
18a. Typed or Printed Name and Title of Authorized Certifying Official	18c. Telephone (area code, number and extension)
	18d. Email Address
18b. Signature of Authorized Certifying Official	18e. Date Report Submitted (Month, Day, Year)
<b>Attach supporting documents as specified in agency instructions.</b>	

Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**Administration for Children and Families**  
**Community Services Block Grant (CSBG)**

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**SECTION 1**

**CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter**

**1.1. Provide the following information in relation to the lead agency designated to administer CSBG in the State, as required by [Section 676\(a\)](#) of the CSBG Act. The following information should mirror the information provided on the Application for Federal Assistance, SF-424M.**

<b>1.1a. Lead agency</b>	Wyoming Department of Health (WDH)		
<b>1.1b. Cabinet or administrative department of this lead agency</b> <i>[Check one option and narrative where applicable]</i>			
<input type="radio"/> Community Services Department			
<input type="radio"/> Human Services Department			
<input type="radio"/> Social Services Department			
<input type="radio"/> Governor's Office			
<input type="radio"/> Community Affairs Department			
<input checked="" type="radio"/> Other, describe      Health			
<b>1.1c. Division, bureau, or office of the CSBG authorized official</b>	Director's Office		
<b>1.1d. <a href="#">Authorized official</a> of lead agency</b>	Thomas O Forlund		
<b>1.1e. Street Address</b>	401 Hathaway Building		
<b>1.1f. City</b>	Cheyenne	<b>1.1g. State</b> <a href="#">WY</a>	<b>1.1h. Zip</b> <a href="#">82002</a>
<b>1.1i. Telephone number and extension</b> ( 307 ) 777 - 7656 ext.		<b>1.1j. Fax number:</b> ( 307 ) 777 - 7439	
<b>1.1k. Email address</b> <a href="mailto:wdh@wyo.gov">wdh@wyo.gov</a>		<b>1.1l. Lead agency website</b> <a href="http://www.health.wyo.gov">www.health.wyo.gov</a>	
<b>1.2. Provide the following information in relation to the designated State CSBG point of <a href="#">contact</a></b>			
<b>1.2a. Agency name</b>	Community Services Program (CSP)		
<b>1.2b. Name of the point of contact</b>	Tricia Dean		
<b>1.2c. Street address</b>	6101 Yellowstone Rd., Ste. 420		
<b>1.2d. City</b>	Cheyenne	<b>1.2e. State</b> <a href="#">WY</a>	<b>1.2f. Zip</b> <a href="#">82002</a>
<b>1.2g. Point of contact telephone number</b> ( 307 ) 777 - 8940 ext.		<b>1.2h. Fax number</b> ( 307 ) 777 - 3520	
<b>1.2i. Point of contact email address</b> <a href="mailto:tricia.dean@wyo.gov">tricia.dean@wyo.gov</a>		<b>1.2j. Point of contact agency website</b> <a href="http://www.health.wyo.gov">www.health.wyo.gov</a>	
<b>1.3. Designation Letter:</b> Attach the State's official <a href="#">CSBG designation letter</a> . If either the governor or designated agency has changed, update the letter accordingly.			

## Section 2: State Legislation and Regulation

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
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### SECTION 2 State Legislation and Regulation

**2.1. CSBG State Legislation:**

Does the State have a statute authorizing CSBG? ☐ Yes ☒ No

**2.2. CSBG State Regulation:**

Does the State have regulations for CSBG? ☐ Yes ☒ No

**2.3. If yes was selected in item 2.1 and/or 2.2, attach a copy (or copies) of legislation and/or regulations or provide a hyperlink(s), as appropriate.**

**2.4. State Authority:**

Select a response for each question about the State statute and/or regulations authorizing CSBG:

**2.4a. Did the State legislature enact authorizing legislation, or amendments to an existing authorizing statute, last year?** ☐ Yes ☒ No

**2.4b. Did the State establish or amend regulations for CSBG last year?** ☐ Yes ☒ No

**2.4c. Does the State statutory or regulatory authority designate the bureau, division, or office in the State government that is to be the State administering agency?** ☐ Yes ☒ No

## Section 3: State Plan Development and Statewide Goals

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### SECTION 3

#### State Plan Development and Statewide Goals

#### 3.1. CSBG Lead Agency Mission and Responsibilities:

*Briefly describe the mission and responsibilities of the State agency that serves as the CSBG Lead Agency.*

The mission of the Wyoming Department of Health, Public Health Division, Community Services Program is to empower homeless and low-income individuals and families to overcome the causes and effects of poverty and to support their progress toward greater self-sufficiency by providing a wide range of services and activities addressing health, nutrition, housing, emergency services, employment, education, and income management in all 23 counties and on the Wind River Reservation through local community action agencies, county governments, non-profit organizations, and an abundance of social service providers.

#### 3.2. State Plan Goals:

*Describe the State's CSBG-specific goals for State administration of CSBG under this State Plan.*

*(Note: This item is associated with State Accountability Measure 1Sa(i) and may pre-populate the State's Annual Report form.)*

The goals of CSP are to: (1) reduce and/or eliminate the causes of poverty; (2) revitalize low-income communities; and (3) empower low-income individuals and families to move toward becoming economically self-sufficient.

#### 3.3. State Plan Development:

*Indicate the information and input the State accessed to develop this State Plan.*

##### 3.3a. Analysis of [Check all that apply and narrative where applicable]



State Performance Indicators and/or National Performance Indicators (NPIs)



U.S. Census data



State performance management data (e.g., accountability measures, ACSI survey information, and/or other information from annual reports)



Other data [describe] Tripartite Board Self-Assessment Tools



Eligible entity community needs assessments



Eligible entity plans



Other information from eligible entities (e.g., State required reports) [describe]

Eligible Entity & Service Provider FFY 2016 CSBG Application's

##### 3.3b. Consultation with [Check all that apply and narrative where applicable]



Eligible entities (e.g. meetings, conferences, webinars; not including the public hearing)



State community action association and regional CSBG T&TA providers



State partners and/or stakeholders (describe) Office of Rural Health, Office of Multicultural Health, Rural and Frontier Health Unit, Health Readiness and Response Section, Public Health Division, Department of Health



National organizations (describe) NASCSP, CAPLAW



Federal Office of Community Services



Other (describe)

#### 3.4. Eligible Entity Involvement

##### 3.4a. Describe the specific steps the State took in developing the State Plan to involve the eligible entities.

*(Note: This information is associated with State Accountability Measures 1Sa(ii) and may pre-populate the State's annual report form)*

Eligible Entities were informed by email that an electronic draft of the FFY 2016 CSBG State Management Plan was posted to the WDH, CSP website on August 24th, 2015. Comments and suggestions were requested. No comments were received. The final FFY 2016 CSBG State Management Plan was posted on the WDH, CSP Website September 1st, 2015. Comments will be welcomed throughout FFY 2016 and taken into consideration for FFY 2017 State Plan.

*If this is the first year filling out the automated State Plan, skip the following question.*

##### 3.4b. Performance Management Adjustment:

How has the State adjusted State Plan development procedures under this State Plan, as compared to past plans, in order

- 1) to encourage eligible entity participation and
- 2) to ensure the State Plan reflects input from eligible entities?

Any adjustment should be based on the State's analysis of past performance in these areas, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the State is not making any adjustments, provide further detail.

*(Note: This information is associated with State Accountability Measures 1Sb(i) and (ii) and may pre-populate the State's annual report form)*

*If this is the first year filling out the automated State Plan, skip the following question.*

#### 3.5. Eligible Entity Overall Satisfaction:

Provide the State's *target* for eligible entity Overall Satisfaction during the performance period:

(Note: Item 3.5 is associated with *State Accountability Measure 8S* and may pre-populate the State's annual report form)<</i>

## Section 4: CSBG Hearing Requirements

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### SECTION 4 CSBG Hearing Requirements

#### 4.1. Public Inspection:

Describe how the State made this State Plan, or revision(s) to the State Plan, available for public inspection, as required under [Section 676\(e\)\(2\)](#) of the Act.

CSP notified the general public, emailed the eligible entities and interested parties when the FFY 2016 CSBG State Management Plan was posted to the WDH, CSP Website. Anyone was allowed to view the document and comments or suggestions were encouraged.

#### 4.2. Public Notice/Hearing:

Specify how the State ensured there was sufficient time and statewide distribution of notice of the public hearing(s) to allow the public to comment on the State Plan, as required under [Section 676\(a\)\(2\)\(B\)](#) of the CSBG Act.

CSP published a Public Notice in the State Newspaper (Casper Star Tribune) on August 24th, 2015 advising the general public that an electronic draft of the FFY 2016 CSBG State Management Plan was posted on the WDH, CSP website. Eligible Entities and Interested Parties were notified by email. No comments were received and a public hearing was not requested or held. The final FFY 2016 CSBG State Management Plan was posted on the WDH, CSP Website September 1st, 2015. Comments will be welcomed throughout the year and taken into consideration for the development of the FFY 2017 CSBG State Management Plan.

#### 4.3. Public and Legislative Hearings:

Specify the [date\(s\)](#) and [location\(s\)](#) of the public and legislative hearing(s) held by the designated lead agency for this State Plan, as required under [Section 676\(a\)\(2\)\(B\)](#) and [Section 676\(a\)\(3\)](#) of the Act.

*(If the State has not held a public hearing in the prior fiscal year and/or a legislative hearing in the last three years, provide further detail under Item 4.4.).*

	Date	Location	Type of Hearing [Select an option]
1	06/09/2015	Joint Labor, Health and Social Services Interim Committee ^ University of Wyoming at Casper Union/University Building, Room UU322, 125 College Drive, Casper, WY 82601	Legislative
2	06/17/2015	CSBG Board of Directors of Albany County ^ Albany County Courthouse, County Commissioners Room, 525 East Grand Avenue, Laramie, WY 82070	Public
3	06/16/2015	Campbell County CARE Board ^ Campbell County Courthouse, Commissioners Chambers, 500 South Gillette Avenue, Gillette, WY 82716	Public
4	05/18/2015	Carbon County Community Action Committee ^ Carbon County Courthouse, Commissioners Meeting Room, 415 West Pine Street, Rawlins, WY 82301	Public
5	05/19/2015	Human Resource Council of Converse County ^ United Congregational Church of Christ, 405 North 6th Street, Douglas, WY 82633	Public
6	07/02/2015	Crook County Council of County Services ^ Food Pantry, 108 North 8th Street, Sundance, WY 82729	Public
7	06/04/2015	Fremont County Action Committee ^ Fremont Association of Governments, 205 South Broadway Avenue, Riverton, WY 82501	Public
8	06/29/2015	Community Resource Center of Johnson County ^ Bomber Mountain Civic Center, 63 North Burritt, Room 108, Buffalo, WY 82834	Public
9	06/29/2015	Community Action of Laramie County ^ 211 West 19th Street, Cheyenne, WY 82001	Public
10	06/10/2015	Community Action Partnership of Natrona County ^ Conference Room, 800 Werner Court, Suite 201, Casper, WY 82601	Public
11	08/11/2015	Northwest Community Action Programs of Wyoming, Inc. - Conference Room, 500 15 Mile Road, Worland, WY 82401	Public
12	05/27/2015	Yellowstone Country Assistance Network ^ Park County Library, Grizzly Room, 1500 Heart Mountain Street, Cody, WY 82414	Public
13	06/02/2015	Platte County Tripartite Board ^ Platte County Courthouse, Commissioner's Chambers, 800 9th Street, Wheatland, WY 82201	Public
14	06/15/2015	Sheridan County Tripartite Board ^ Sheridan County Courthouse, Public Meeting Room 210, 224 South Main Street, Sheridan, WY 82801	Public
15	06/08/2015	Sweetwater County Tripartite Board ^ Sweetwater County Courthouse, Castle Rock Room, 80 West Flaming Gorge Way, Green River, WY 82935	Public
16	06/19/2015	Teton County Tripartite Board ^ Jackson Hole Community Counseling Center, Conference Room, 640 East Broadway, Jackson, WY 83001	Public
17	05/21/2015	Human Services Tripartite Board of Uinta County ^ Legal Tender Restaurant & Lounge, 1601 Harrison Drive, Evanston, WY 82930	Public
18	08/17/2015	Northwest Community Action Programs of Wyoming, Inc. - Conference Room, 500 15 Mile Road, Worland, WY 82401	Public

#### 4.4. Attach supporting [documentation](#) or a hyperlink for the public and legislative hearings.

Legislative and Public Hearings attached.

## Section 5: CSBG Eligible Entities

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### SECTION 5 CSBG Eligible Entities

#### 5.1. CSBG Eligible Entities:

In the table below, list each eligible entity in the State, and indicate public or private, the type(s) of entity, and the geographical area served by the entity. (This table should include every CSBG Eligible Entity to which the State plans to allocate 90 percent funds, as indicated in the table in item 7.2. Do not include entities that only receive remainder/discretionary funds from the State or tribes/tribal organizations that receive direct funding from OCS under Section 677 of the CSBG Act.)

Types of Entities include Community Action Agency, **Limited Purpose Agency**, Local Government Agency, Migrant or Seasonal Farmworker Organization, Tribe or Tribal Organization, and Other

#	CSBG Eligible Entity	Public or Nonprofit	Type of Agency [choose all that apply]	Geographical Area Served by county (Provide all counties)	Brief Description of "Other"
1	Community Services Block Grant (CSBG) Board of Directors of Albany County, WY	Public	Local Government Agency	Albany	
2	Campbell County Community Advocacy, Resources, Education (CARE) Board	Public	Local Government Agency	Campbell	
3	Carbon County Community Action Committee	Public	Local Government Agency	Carbon	
4	Human Resource Council of Converse County	Nonprofit	Other (describe in column 5)	Converse	Designated Eligible Entity 06/26/2008
5	Crook County Council of County Services	Nonprofit	Other (describe in column 5)	Crook	Designated Eligible Entity 09/29/2000
6	Fremont County Action Committee	Public	Local Government Agency	Fremont & Wind River Reservation	
7	Community Resource Center of Johnson County	Nonprofit	Community Action Agency (CAA)	Johnson	
8	Community Action of Laramie County, Inc.	Nonprofit	Community Action Agency (CAA)	Laramie	
9	Community Action Partnership of Natrona County, Inc.	Public	Community Action Agency (CAA)	Natrona	Community Action Agency (CAA) operating through Local Government Agency
10	Northwest Community Action Programs of Wyoming, Inc.	Nonprofit	Community Action Agency (CAA)	Big Horn, Goshen, Hot Springs, Lincoln, Niobrara, Sublette, Washakie, and Weston	
11	Yellowstone Country Assistance Network of Park County, WY (YCAN)	Nonprofit	Community Action Agency (CAA)	Park	
12	Platte County Tripartite Board	Public	Local Government Agency	Platte	
13	Sheridan County Tripartite Board	Public	Local Government Agency	Sheridan	
14	Sweetwater County Tripartite Board	Public	Local Government Agency	Sweetwater	
15	Teton County Tripartite Board	Public	Local Government Agency	Teton	
16	Human Services Tripartite Board of Uinta County, WY	Public	Local Government Agency	Uinta	

#### 5.2 Total number of CSBG eligible entities **16**

#### 5.3 Changes to Eligible Entities List:

Has the list of eligible entities under item 5.1 changed since the State's last State Plan submission? ☒ Yes ☐ No

If yes, please briefly describe the changes.

The Northern Arapaho Tribe (NAT) formerly received a CSBG allocation from CSP to assist all low-income residents of the Wind River Reservation (WRR). Beginning in FFY 2016, NAT elected to apply directly to the Office of Community Services (OCS) for Tribal CSBG funds covering only NAT members across the state. The NAT allocation is deducted from the State's CSBG Allocation but oversight and monitoring will be conducted directly through OCS. Wyoming continues to remain 100% covered as Fremont County is covering all non-NAT, low-income residents of the WRR.



## Section 6: Organizational Standards for Eligible Entities

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### SECTION 6

#### Organizational Standards for Eligible Entities

**Note:** Reference IM 138, *State Establishment of Organizational Standards for CSBG Eligible Entities*, for more information on Organizational Standards. Click [HERE](#) for IM 138.

##### 6.1. Choice of Standards:

Check the box that applies. If using alternative standards

- a) attach the complete list of alternative organizational standards,
- b) describe the reasons for using alternative standards, and
- c) describe how the standards are at least as rigorous as the COE-developed standards.

☒ The State will use the CSBG Organizational Standards Center of Excellence (COE) organizational standards (as described in IM 138)

☐ The State will use an alternative set of organizational standards

**6.2. If the State is using the COE-developed organizational standards, does the State propose making a minor modification to the standards, as described in IM 138?** ☐ Yes ☒ No

**6.2a. If yes was selected in item 6.2, describe the State's proposed minor modification to the COE-developed organizational standards, and provide a rationale.**

**6.3 How will/has the State officially adopt(ed) organizational standards for eligible entities in the State in a manner consistent with the State's administrative procedures act? If "Other" is selected, provide a timeline and additional information, as necessary. [Check all that apply and narrative where applicable]**

☐ Regulation

☒ Policy

☐ Contracts with eligible entities

☐ Other, describe:

**6.4. How will the State assess eligible entities against organizational standards, as described in IM 138? [Check all that apply.]**

☐ Peer-to-peer review (with validation by the State or State-authorized third party)

☒ Self-assessment (with validation by the State or State-authorized third party)

☐ Self-assessment/peer review with State risk analysis

☐ State-authorized third party validation

☒ Regular, on-site CSBG monitoring

☐ Other

##### 6.4a. Describe the assessment process.

Each tripartite board was required to complete either the Public or Private Organizational Standards Self-Assessment Questionnaire and submit it with their FFY 2016 CSBG application. An evaluation tool was designed based upon their responses which indicated that the majority of the Organizational Standards are currently being met, therefore, Wyoming will adopt the suggested Organizational Standards. CSP will update the CSBG Policies and Procedures to include all of the Organizational Standards. Further, CSP will distribute this information, provide ongoing support through day-to-day contact, hold regular conference calls, conduct webinars and provide other training as necessary. Progress will be reported monthly and assessment will occur during annual desk and triennial on-site monitoring. Any tripartite board who is not meeting 75% or more of the standards by the end of FFY 2016 will be placed on a Quality Improvement Plan and a Technical Assistance Plan will be developed for FFY 2017. The expectation is that all tripartite boards will meet 100% of the CSBG Organizational Standards by FFY 2018.

**6.5. Will the State make exceptions in applying the organizational standards for any eligible entities due to special circumstances or organizational characteristics, as described in IM 138** ☐ Yes ☒ No

**6.5a. If yes was selected in item 6.5, list which eligible entities the State will exempt from meeting organizational standards, and provide a description and a justification for each exemption.**

*If this is the first year filling out the automated State Plan, skip the following question.*

**6.6. Performance Target: What percentage of eligible entities in the State does the State expect will meet all the State-adopted organizational standards in the next year? (Provide as a percentage) %**

*Note: This information is associated with State Accountability Measures 6Sa and may prepopulate the State's annual report form.*

## Section 7: State Use of Funds

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
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### SECTION 7 State Use of Funds

#### Eligible Entity Allocation (90 Percent Funds) [Section 675C(a) of the CSBG Act]

**7.1. Formula:**

Select the method (formula) that best describes the current practice for allocating CSBG funds to eligible entities.

- ☐ Historic
- ☐ Base + Formula
- ☐ Formula Alone
- ☒ Formula with Variables
- ☐ Hold Harmless + Formula
- ☐ Other, describe

**7.1a. Does the State statutory or regulatory authority specify the terms or formula for allocating the 90 percent funds among eligible entities?** ☐ Yes ☒ No

**7.2. Planned Allocation:**

Specify the planned allocation of 90 percent funds to eligible entities, as described under Section 675C(a) of the CSBG Act.

The estimated allocations may be in dollars or percentages. For each eligible entity receiving funds, provide the Funding Amount in either dollars (columns 2 and 4) or percentage (columns 3 and 5) for the fiscal years covered by this plan.

#### Planned CSBG 90 Percent Funds

	CSBG Eligible Entity	Year One Funding Amount \$	Year One Funding Amount %	Year Two Funding Amount \$	Year Two Funding Amount %
1	Community Services Block Grant (CSBG) Board of Directors of Albany County, WY	\$173,613	0.00%	\$0	0.00%
2	Campbell County Community Advocacy, Resources, Education (CARE) Board	\$169,444	0.00%	\$0	0.00%
3	Carbon County Community Action Committee	\$81,665	0.00%	\$0	0.00%
4	Human Resource Council of Converse County	\$58,023	0.00%	\$0	0.00%
5	Crook County Council of County Services	\$22,821	0.00%	\$0	0.00%
6	Fremont County Action Committee	\$353,772	0.00%	\$0	0.00%
7	Community Resource Center of Johnson County	\$32,943	0.00%	\$0	0.00%
8	Community Action of Laramie County, Inc.	\$633,946	0.00%	\$0	0.00%
9	Community Action Partnership of Natrona County, Inc.	\$462,887	0.00%	\$0	0.00%
10	Northwest Community Action Programs of Wyoming, Inc.	\$337,617	0.00%	\$0	0.00%
11	Yellowstone Country Assistance Network of Park County, WY (YCAN)	\$139,962	0.00%	\$0	0.00%
12	Platte County Tripartite Board	\$44,852	0.00%	\$0	0.00%
13	Sheridan County Tripartite Board	\$155,612	0.00%	\$0	0.00%
14	Sweetwater County Tripartite Board	\$179,624	0.00%	\$0	0.00%
15	Teton County Tripartite Board	\$47,579	0.00%	\$0	0.00%
16	Human Services Tripartite Board of Uinta County, WY	\$108,232	0.00%	\$0	0.00%
<b>Total</b>		\$3,002,592	0.00%	\$0	0.00%

**7.3. Distribution Process:**

Describe the specific steps in the State's process for distributing 90 percent funds to the eligible entities and include the number of days each step is expected to take; include information about State legislative approval or other types of administrative approval (such as approval by a board or commission).

Information was requested from the U.S. Census Bureau, U.S. Social Security Administration, WY Department of Employment, WY Department of Family Services, and WY Department of Health on April 1, 2015 to determine the current County Poverty Ratings and FFY 2016 CSBG Allocations. On April 21, 2015, the Notice of Grant Award, which included the CSBG Allocation Chart, and Application was emailed to all eligible entities. Tripartite Board Applications were due to CSP by June 22, 2015. Applications were reviewed and discretionary funding decisions were made by July 21, 2015. Contracts were written and began the internal process July 28, 2015. CSP expects all Contracts to be fully effective by October 1, 2015 and initial payments to be processed no later than October 15, 2015.

**7.4. Distribution Timeframe:**

Does the State plan to make funds available to eligible entities no later than 30 calendar days after OCS distributes the Federal award? ☐ Yes ☒ No

**7.4a. If no, describe State procedures to ensure funds are made available to eligible entities consistently and without interruption.**

*Note: Item 7.4 is associated with State Accountability Measure 2Sa and may prepopulate the State's annual report form.*

On July 1, 2015, Wyoming received a final award letter for G-15B1WYCOSR in the amount of \$3,326,972 for grant period October 1, 2014 - September 30, 2016. Since Wyoming operates during the second year of the CSBG grant period, G-15B1WYCOSR is our FFY 2016 allocation. The contract period begins October 1, 2015 and any funding not expended by September 30, 2016 will be returned to OCS. There will be no interruption of CSBG services and activities because FFY 2015 will end September 30, 2015 and FFY 2016 will begin October 1, 2015.

*If this is the first year filling out the automated State Plan, skip the following question.*

**7.5. Performance Management Adjustment:**

How is the State improving grant and/or contract administration procedures under this State Plan as compared to past plans? Any improvements should be based on analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the State is not making any improvements, provide further detail.

*Note: This information is associated with State Accountability Measure 2Sb and may prepopulate the State's annual report form.*

**Administrative Funds [Section 675C(b)(2) of the CSBG Act]**

7.6. What amount of State CSBG funds does the State plan to allocate for administrative activities, under this State plan? The estimate may be in dollars or a percentage **166,349** \$ %

7.7. How many State staff positions will be funded in whole or in part with CSBG funds under this State Plan? **2**

7.8. How many State Full Time Equivalents (FTEs) will be funded with CSBG funds under this State Plan? **1**

**Remainder/Discretionary Funds [Section 675C(b) of the CSBG Act]**

7.9. Does the State have remainder/discretionary funds? ☒ Yes ☐ No

If yes was selected, describe how the State plans to use remainder/discretionary funds in the table below.

*Note: This response will link to the corresponding assurance, Item 14.2.*

For each allowable use of remainder funds in the table below (rows a through h), enter the State's planned level of funding, if any, either in dollars or percentage, and provide a brief description. Activities funded under row a, training and technical assistance, do not require a description, as that is provided under section 8 of this State plan. Activities funded under rows b and c, are described under section 9, State Linkages and Communication, but a State may enter additional information in this table as well. The State must describe "innovative programs/activities by eligible entities or other neighborhood groups," under row f, even if the State does not allocate discretionary funds to this activity. This activity is required by section 676(b)(2) of the CSBG Act, assurance 14.2 If a funded activity fits under more than one category in the table, allocate the funds among the categories. For example, if the State provides funds under a contract with the State Community Action association to provide training and technical assistance to eligible entities and to create a statewide data system, the funds for that contract should be allocated appropriately between row a and row c. If allocation is not possible, the State may allocate the funds to the main category with which the activity is associated.

*Note: This information is associated with State Accountability Measures 3Sa and may pre-populate the State's annual report form*

**Use of Remainder/Discretionary Funds(SeeSection 675C(b)(1) of the CSBG Act)**

Remainder/Discretionary Fund Uses	Year One Planned \$	Year One Planned %	Year Two Planned \$	Year Two Planned %	Brief description of services/activities
a. Training/technical assistance to eligible entities	\$72,531	0.0%	\$0	0.0%	
b. Coordination of State-operated programs and/or local programs	\$0	0.0%	\$0	0.0%	
c. Statewide coordination and communication among eligible entities	\$0	0.0%	\$0	0.0%	
d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$68,000	0.0%	\$0	0.0%	Needs Assessments in Albany, Campbell, Park, and Sweetwater Counties.
e. Asset-building programs	\$0	0.0%	\$0	0.0%	
f. Innovative programs/activities by eligible entities or other neighborhood groups	\$0	0.0%	\$0	0.0%	CSP strongly encourages local eligible entities and their subcontractors to initiate innovative community and neighborhood-based initiatives related to the purposes of CSBG. Examples of possible initiatives include cultural competency, fatherhood, homeless, marriage, senior, and youth programs.
g. State charity tax credits	\$0	0.0%	\$0	0.0%	
h. Other activities, specify in column 6	\$17,500	0.0%	\$0	0.0%	Training needs in Natrona and Sheridan Counties, and Emergency Housing Assistance in Sheridan County.
<b>Total</b>	<b>\$158,031</b>	<b>0.0%</b>	<b>\$0</b>	<b>0.0%</b>	

7.10. What types of organizations, if any, does the State plan to work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in table 7.9.(Check all that apply and narrative where applicable)

☒ CSBG eligible entities (if checked, include the expected number of CSBG eligible entities to receive funds) **6**

☐ Other community-based organizations

☐ State Community Action association

<input type="checkbox"/>	Regional CSBG technical assistance provider(s)
<input checked="" type="checkbox"/>	National technical assistance provider(s)
<input checked="" type="checkbox"/>	Individual consultant(s)
<input type="checkbox"/>	Tribes and Tribal Organizations
<input type="checkbox"/>	Other
<input type="checkbox"/>	None (the State will carry out activities directly)
<i>Note: This response will link to the corresponding CSBG assurance, item 14.2.</i>	
<i>If this is the first year filling out the automated State Plan, skip the following question.</i>	
<b>7.11. Performance Management Adjustment:</b> How is the State adjusting the use of remainder/discretionary funds under this State Plan as compared to past plans? Any adjustment should be based on the State's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the State is not making any adjustments, provide further detail.	
<i>Note: This information is associated with <a href="#">State Accountability Measures 3Sb</a>, and may pre-populate the State's annual report form.</i>	

## Section 8: State Training and Technical Assistance

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**Administration for Children and Families**  
**Community Services Block Grant (CSBG)**

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### SECTION 8

#### State Training and Technical Assistance

**8.1. Describe the State's plan for delivering CSBG-funded training and technical assistance to eligible entities under this State Plan by completing the table below. Add a row for each activity: indicate the timeframe; whether it is training, technical assistance or both; and the topic.**

*(CSBG funding used for this activity is referenced under item 7.9(a), Remainder/Discretionary Funds.)*

*Note: This information is associated with State Accountability Measure 3Sc and may pre-populate the State's annual report form.*

#### Training and Technical Assistance

	Fiscal Year (Y) Quarter (Q) / Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	All quarters	Both	Communication	Calendar, Conference Calls, & Board Directory
2	FY1-Q4	Training	Other	Grants Management Training
3	FY2-Q1	Training	Organizational Standards - General	
4	FY2-Q1	Training	Reporting	
5	FY2-Q2	Training	Governance/Tripartite Boards	
6	FY2-Q2	Training	Community Assessment	
7	FY2-Q3	Training	Strategic Planning	
8	FY2-Q3	Training	ROMA	
9	FY2-Q3	Technical Assistance	Monitoring	
10	FY2-Q4	Training	Monitoring	
11	FY2-Q4	Training	Standards for eligible entities with unmet standards on TAPs and QIPs	
12	FY2-Q4	Technical Assistance	Monitoring	
13	Ongoing / Multiple Quarters	Technical Assistance	Community Assessment	
14	Ongoing / Multiple Quarters	Both	Technology	
15	Ongoing / Multiple Quarters	Training	Other	Service Provider Trainings

**8.1a. The planned budget for the training and technical assistance plan** (as indicated in the Remainder/Discretionary Funds table in item 7.9) **\$158,031**

*If this is the implementation year for organizational standards, skip the following question.*

**8.2. Does the State have in place Technical Assistance Plans (TAPs) or Quality Improvement Plans (QIPs) for all eligible entities with unmet organizational standards that could be used if appropriate?** ☒ Yes ☐ No

*Note: This information is associated with State Accountability Measure 6Sb. QIPs are described in Section 678C(a)(4) of the CSBG Act. If the State, according to their corrective action procedures, does not plan to put a QIP in place for an eligible entity with one or more unmet organizational standards, the State should put a TAP in place to support the entity in meeting the standard(s).*

CSP is currently working on a policy for eligible entities with unmet CSBG Organizational Standards that will include Quality Improvement Plans (QIPs) and Technical Assistance Plans (TAPs). Training will be provided to the eligible entities during FFY 2016.

**8.3. Indicate the types of organizations through which the State plans to provide training and/or technical assistance as described in item 8.1, and briefly describe their involvement** [Check all that applies and narrative where applicable]

<input checked="" type="checkbox"/>	CSBG eligible entities (if checked, provide the expected number of CSBG eligible entities to receive funds)
<input type="checkbox"/>	Other community-based organizations
<input type="checkbox"/>	State Community Action association
<input type="checkbox"/>	Regional CSBG technical assistance provider(s)
<input checked="" type="checkbox"/>	National technical assistance provider(s)
<input checked="" type="checkbox"/>	Individual consultant(s)
<input type="checkbox"/>	Tribes and Tribal Organizations
<input checked="" type="checkbox"/>	Other Community Services Program

*If this is the first year filling out the automated State Plan, skip the following question.*

**8.4. Performance Management Adjustment:**

How is the State adjusting the training and technical assistance plan under this State Plan as compared to past plans? Any adjustment should be based on the State's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the State is not making any adjustments, provide further detail.

*Note: This information is associated with State Accountability Measures 3Sd may pre-populate the State's annual report form*

## Section 9: State Linkages and Communication

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Administration for Children and Families  
Community Services Block Grant (CSBG)**

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### SECTION 9 State Linkages and Communication

*Note: This section describes activities that the State may support with CSBG remainder/discretionary funds, described under [Section 675C\(b\)\(1\)](#) of the CSBG Act. The State may indicate planned use of remainder/discretionary funds for linkage/communication activities in Section 7, State Use of Funds, items 7.9(b) and (c).*

#### 9.1 State Linkages and Coordination at the State Level:

**Describe the linkages and coordination at the State level that the State plans to create or maintain to ensure increased access to CSBG services to low-income people and communities under this State Plan and avoid duplication of services (as required by the assurance under [Section 676\(b\)\(5\)](#)).**

*Describe or attach additional information as needed. [Check all that apply and narrative where applicable]*

*Note: This response will link to the corresponding CSBG assurance, item 14.5. In addition, this item is associated with [State Accountability Measure 7Sa](#) and may pre-populate the State's annual report form.*

☒ State Low Income Home Energy Assistance Program (LIHEAP) office

☒ State Weatherization office

☒ State Temporary Assistance for Needy Families (TANF) office

☐ State Head Start office

☒ State public health office

☐ State education department

☒ State Workforce Innovation and Opportunity Act (WIOA) agency

☒ State budget office

☒ Supplemental Nutrition Assistance Program (SNAP)

☐ State child welfare office

☒ State housing office

☐ Other

CSP is actively involved with the Governors Homeless Initiative, Continuum of Care Board, and Laramie County Community Partnership in an effort to create, maintain, or increase access to CSBG services and avoid duplication of services. CSP also participates in meetings with the Low-Income Energy Assistance Program (LIEAP) and Emergency Solutions Grant (ESG) as needed in an effort to increase access to services but avoid duplication of services. *[Click paper clip to attach file]*

#### 9.2. State Linkages and Coordination at the Local Level:

**Describe the linkages and coordination at the local level that the State and eligible entities plan to create or maintain to ensure increased access to CSBG services to low-income people and communities and avoid duplication of services, as described under [Section 675C\(b\)\(B\)](#) and as required by assurance under [Sections 676\(b\)\(5\)](#) of the CSBG Act. Attach additional information as needed.**

*Note: This response will link to the corresponding CSBG assurances, items 14.5 and 14.6.*

Most Wyoming counties have established groups, which serve the purpose of planning, implementing, monitoring, and evaluating their local CSBG programs. Coordination, linkages, and networking are necessary factors in establishing effective local CSBG programs for these groups. Generally, local CSBG programs work with virtually all of the other human services programs and routinely perform information and referral services, as well as receiving referrals from other entities. Local community action plans must show evidence of coordination and linkages with related public and private sector activities, and evidence that CSBG funded activities will not duplicate other efforts. *[Click paper clip to attach file]*

#### 9.3. Eligible Entity Linkages and Coordination

##### 9.3a State Assurance of Eligible Entity Linkages and Coordination:

**Describe how the State will assure that the eligible entities will coordinate and establish linkages to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by the assurance under [Section 676\(b\)\(5\)](#)).** *[Attach additional information as needed.]*

*Note: This response will link to the corresponding CSBG assurance, item 14.5.*

All CSBG eligible entities are responsible for the selection and implementation of programs that will have maximum community impact, consistent with the purposes of the CSBG. Community organization and resource mobilization are integral and invaluable parts of local CSBG operations. Eligible entity applications, reports, and other feedback demonstrate eligible entities' and subcontractors' abilities to draw from a diverse variety of funding sources to build comprehensive programs and to manage an array of resources that will best serve the needs of the community. A detailed description of coordination, linkages, and networking for each eligible entity is a requirement for CSBG funds, and must be included as part of its community action plan which must accompany the application to CSP. Eligible entities must also provide signed assurances to CSP, and indicate their intent to implement each assurance. *[Click paper clip to attach file]*

##### 9.3b State Assurance of Eligible Entity Linkages to Fill Service Gaps:

**Describe how the eligible entities will develop linkages to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations, according to the assurance under [Section 676\(b\)\(3\)\(B\)](#) of the CSBG Act.**

*Note: This response will link to the corresponding CSBG assurance, item 14.3b.*

While direct client assistance is the major component of Wyoming's CSBG program, advocacy, community organizing, and resource mobilization is an integral part of it. Some of the specific activities conducted are information and referral including follow-up, local needs assessments, community outreach, human services directories, advocacy, and the general overall emphasis of improving the coordination and networking of all public and private organizations. Some of the major programs that will be

working exceptionally close with CSBG programs are Public Health Nursing, Department of Family Services, Department of Health, Low-Income Energy Assistance Program, Emergency Solutions Grant Program, homeless self-sufficiency programs, senior services, youth services and a variety of other programs, including welfare reform efforts.

**9.4. Workforce Innovation and Opportunity Act (WIOA) Employment and Training Activities:**

**Does the State intend to include CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the Workforce Innovation and Opportunity Act (as required by the assurance under Section 676(b)(5) of the CSBG Act)?** ☒ Yes ☐ No

*Note: This response will link to the corresponding CSBG assurance, item 14.5.*

**9.4a If the State selected "yes" under item 9.4, provide the CSBG-specific information included in the State's WIOA Combined Plan. This information includes a description of how the State and the eligible entities will coordinate the provision of employment and training activities through statewide and local WIOA workforce development systems. This information may also include examples of innovative employment and training programs and activities conducted by community action agencies or other neighborhood-based organizations as part of a community antipoverty strategy.**

The Workforce Innovation and Opportunity Act (WIOA) was adopted to meet the needs of job seekers and businesses in the 21st Century. Through WIOA, services help youth and adults prepare for a successful working career. CSBG has several employment and training activities which support WIOA. Two examples include CLIMB Wyoming which provides on-the-job training to low-income single mothers and places them in higher paying careers; and Board of Cooperative Educational Services (BOCES) which provides children with disabilities quality education and life skills training.

**9.4b. If the State selected "no" under item 9.4, describe the coordination of employment and training activities, as defined in Section 3 of WIOA, by the State and by eligible entities providing activities through the WIOA system.**

N/A

**9.5. Emergency Energy Crisis Intervention:**

**Describe how the State will assure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to Low-Income Home Energy Assistance) are conducted in each community in the State, as required by the assurance under Section 676(b)(6) of the CSBG Act.**

*Note: This response will link to the corresponding CSBG assurance, item 14.6.*

The State ensures that coordination between antipoverty programs in each community in the State, and also ensures that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such communities. This will be verified through local applications, desk monitoring (monthly reports), and on-site monitoring.

**9.6. State Assurance: Faith-based Organizations, Charitable Groups, Community Organizations:**

**Describe how the State will assure local eligible entities will coordinate and form partnerships with other organizations, including faith-based organizations, charitable groups, and community organizations, according to the State's assurance under Section 676(b)(9) of the CSBG Act.**

*Note: this response will link to the corresponding assurance, item 14.9.*

The CSBG Act requires religious organizations to be considered for CSBG funding on the same basis as any other non-governmental organization, so long as the program is implemented in a manner consistent with the Establishment Clause of the First Amendment to the U.S. Constitution. Neither the Federal Government nor the state or local governments receiving funds under the CSBG shall discriminate against an organization that provides assistance under, or applies to provide assistance under, the CSBG on the basis that the organization has a religious character. A religious organization that provides assistance under CSBG shall retain its religious character and control over the definition, development, practice, and expression of its religious beliefs. The religious program may not support religious activity or compel participants to adopt or participate in religious teachings or practices. A religious organization may not use CSBG funds for sectarian worship, instruction, or proselytization. It may, however, retain its religious character and not be forced by any government to alter its form of governance (other than creating a Tripartite Board) or remove religious art, icons, scripture, or other symbols. Religious organizations may be designated as new eligible entities in unserved areas, but only if all the requirements applicable to other private non-profit organizations, such as a Tripartite Board, location in the geographic area to be served, ability to provide a broad range of services designed to eliminate poverty and foster self-sufficiency, and demonstrated effectiveness in meeting CSBG goals and purposes, are met. CSP will continue to solicit from, and encourage participation by, appropriate religious organizations in the state (i.e., the Wyoming Church Coalition and other such groups) for the potential of becoming CSBG eligible entities. Historically, the state has worked for a number of years with religious organizations as service providers, including several Salvation Army unities, Cooperative Organizations Ministry for Emergency Assistance (COMEIA) in Cheyenne, Mother Seton House and the Central Wyoming Rescue Mission in Casper, and several Inter-Faith organizations. [Click paper clip to attach file]

**9.7 Coordination of Eligible Entity 90 Percent Funds with Public/Private Resources:**

**Describe how the eligible entities will coordinate CSBG 90 percent funds with other public and private resources, according to the assurance under Section 676(b)(3)(C) of the CSBG Act.**

*Note: this response will link to the corresponding assurance, item 14.3c.*

CSBG eligible entities operate within a network of local service providers to reduce duplication of effort and to coordinate resources to address various client circumstances. CSBG eligible entities have developed extensive information and referral networks to meet the many needs of clients seeking services. Through linkages established within the service area individuals and families can be connected to an vast array of local programs and services.

**9.8. Coordination among Eligible Entities and State Community Action Association:**

**Describe State activities for supporting coordination among the eligible entities and the State Community Action Association.**

Wyoming does not have an active State Community Action Association but anticipates establishing an association in the near future. The purpose of this association will be to assist CSP by providing CSBG related training and technical assistance. Specific activities may include strategic planning, increasing partnerships with public and private sector human services programs, conducting the required Information System (IS) Survey and National Performance Indicators (NPI) Report, and providing various training's.

**9.9 Communication with Eligible Entities and the State Community Action Association:**

**In the table below, describe the State's plan for communicating with eligible entities, the State Community Action Association, and other partners under this State Plan. Include communication about annual hearings and legislative hearings, as described under Section 4, CSBG Hearing Requirements.**

**Communication Plan**

	Topic	Expected Frequency	Format	Brief Description of "Other"
1	Legislative Hearing	Other	Meetings/Presentation	Once every 3 Years
2	Public Hearings	Annually	Meetings/Presentation	
3	CSBG Conference Calls	Quarterly	Meetings/Presentation	with Board Coordinators
4	Trainings	Other	Meetings/Presentation	Webinars
5	Various	Daily	Email	As Needed
6	Various	Daily	Other	Phone Calls as Needed



**9.10. Feedback to Eligible Entities and State Community Action Association:**

**Describe how the State will provide feedback to local entities and State Community Action Associations regarding performance on State Accountability Measures.**

*Note: This information is associated with [State Accountability Measure 5S\(iii\)](#). The measure indicates feedback should be provided within 60 calendar days of the State getting feedback from OCS.*

CSP currently conducts all data collection, analysis, and reporting for CSBG programs in Wyoming. Any feedback provided from OCS regarding performance on State Accountability Measures is shared with the eligible entities within 60 days after receiving notification.

*If this is the first year filling out the automated State Plan, skip the following question.*

**9.11. Performance Management Adjustment:**

**How is the State adjusting the Communication Plan in this State Plan as compared to past plans? Any adjustment should be based on the State's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the State is not making any adjustments, provide further detail.**

*Note: This information is associated with [State Accountability Measures 7Sb](#); this response may pre-populate the State's annual report form.*

## Section 10: Monitoring, Corrective Action, and Fiscal Controls

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**Administration for Children and Families**  
**Community Services Block Grant (CSBG)**

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Expires: 08/31/2016

### SECTION 10

#### Monitoring, Corrective Action, and Fiscal Controls

#### Monitoring of Eligible Entities

(Section 678B(a) of the Act )

**10.1. Specify the proposed schedule for planned monitoring visits - including full on-site reviews; on-site reviews of newly designated entities; follow-up reviews - including return visits to entities that failed to meet State goals, standards, and requirements; and other reviews as appropriate.**

**This is an estimated schedule to assist States in planning. States may indicate "no review" for entities the State does not plan to monitor in the performance period.**

**For States that have a monitoring approach that does not fit within the table parameters, attach the State's proposed monitoring schedule.**

*Note: This information is associated with [State Accountability Measure 4Sa\(i\)](#); this response may pre-populate the State's annual report form.*

	CSBG Eligible Entity	Review Type	Target Date	Date of Last Full Onsite Review (if applicable)	Brief Description of "Other"
1	Community Services Block Grant (CSBG) Board of Directors of Albany County, WY	Other	FY2 Q2	08/04/2015	Annual Desk Review
2	Campbell County Community Advocacy, Resources, Education (CARE) Board	Other	FY2 Q2	08/07/2015	Annual Desk Review
3	Carbon County Community Action Committee	Other	FY2 Q2	09/15/2015	Annual Desk Review
4	Human Resource Council of Converse County	Other	FY2 Q2	07/01/2015	Annual Desk Review
5	Crook County Council of County Services	Other	FY2 Q1	08/04/2014	Annual Desk Review
6	Fremont County Action Committee	Other	FY2 Q2	06/10/2015	Annual Desk Review
7	Community Resource Center of Johnson County	Full onsite	FY2 Q3	08/05/2013	
8	Community Action of Laramie County, Inc.	Other	FY2 Q2	09/16/2015	Annual Desk Review
9	Community Action Partnership of Natrona County, Inc.	Other	FY2 Q2	06/11/2015	Annual Desk Review
10	Northwest Community Action Programs of Wyoming, Inc.	Full onsite	FY2 Q4	08/06/2013	
11	Yellowstone Country Assistance Network of Park County, WY (YCAN)	Other	FY2 Q1	08/05/2014	Annual Desk Review
12	Platte County Tripartite Board	Other	FY2 Q1	08/08/2014	Annual Desk Review
13	Sheridan County Tripartite Board	Other	FY2 Q2	06/30/2015	Annual Desk Review
14	Sweetwater County Tripartite Board	Other	FY2 Q1	06/12/2014	Annual Desk Review
15	Teton County Tripartite Board	Full onsite	FY2 Q3	08/08/2013	
16	Human Services Tripartite Board of Uinta County, WY	Other	FY2 Q1	06/11/2014	Annual Desk Review

#### **10.2. Monitoring Policies:**

**Provide a copy of State monitoring policies and procedures by attaching and/or providing a hyperlink.**

CSP monitors each eligible entity on-site at least once every three (3) year period and performs desk monitoring annually for those entities not being monitored on-site during the current FFY. Policies regarding monitoring and the current monitoring tool is attached. Adjustments are made to these as necessary.

#### **10.3. Initial Monitoring Reports:**

**According to the State's procedures, by how many calendar days must the State disseminate initial monitoring reports to local entities?**

*Note: This item is associated with [State Accountability Measure 4Sa\(ii\)](#) and may pre-populate the State's annual report form.*

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#### Corrective Action, Termination and Reduction of Funding and Assurance Requirements

(Section 678C of the Act )

#### **10.4. Closing Findings:**

**Are State procedures for addressing eligible entity findings/deficiencies and documenting the closure of findings, included in the State monitoring protocols attached above?** ☒ Yes ☐ No

**10.4a. If no describe State procedures for addressing eligible entity findings/deficiencies, and the documenting of the closure of findings.**

N/A
<b>10.5. Quality Improvement Plans (QIPs):</b> How many eligible entities are currently on Quality Improvement Plans?
<i>Note: The QIP information is associated with State Accountability Measures 4Sc.</i>
0
<b>10.6. Reporting of QIPs:</b> Describe the State's process for reporting eligible entities on QIPs to the Office of Community Services within 30 calendar days of the State approving a QIP
<i>Note: This item is associated with State Accountability Measures 4Sa(iii).</i>
CSP will provide written communication to OCS, by mail or email, within thirty (30) days after approving an eligible entities' QIP.
<b>10.7. Assurance on Funding Reduction or Termination:</b> Does the State assure, according to <a href="#">Section 676(b)(8)</a> , "that any eligible entity that received CSBG funding the previous fiscal year will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in <a href="#">Section 678C(b)</a> ". <input type="radio"/> Yes <input checked="" type="radio"/> No
<i>Note: This response will link with the corresponding assurance under item 14.8.</i>
<b>Policies on Eligible Entity Designation, De-designation, and Re-designation</b>
<b>10.8. Does the State CSBG statute and/or regulations provide for the designation of new eligible entities?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
<b>10.8a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for the designation of new eligible entities.</b>  If an existing eligible entity has gone out of business, does not choose to become designated (or re-designated, as appropriate), if CSP has lawfully terminated the entity's CSBG funding, or if a geographic area is not, or ceases to be, served for any other reason; CSP may designate a new "eligible entity" if previous eligible entities cannot, or will not, meet the tripartite governance board requirements, or any requirements in the CSBG Act and the State Plan. Location will be a factor in the selection. CSP may choose among (1) private non-profit organizations (including both current eligible entities and other non-profit organizations, including faith-based) located in unserved or underserved areas and capable of providing a wide range of services designed to eliminate poverty and foster self-sufficiency; and (2) private eligible entities located nearby already providing related services in the unserved or underserved area, but other entities may be selected only if they are located in, rather than just near, the unserved or underserved area. If no private organization is determined to be qualified, the State may designate a local unit of government to serve as the eligible entity if it has a Tripartite Board. The language from the CSBG Act with respect to eligible entities designation and re-designation in unserved areas follows: "A Qualified Organization In Or Near Area: If any geographic area of the state is not, or ceases to be, served by an eligible entity under the Act, and if the State decided to serve such an area, the State may solicit applications from, and designate as an eligible entity- o a private non-profit organization (which may include an eligible entity) that is geographically located in the unserved area, that is capable of providing a broad range of services designed to eliminate poverty and foster self-sufficiency, and that meets the requirements of the Act; and o a private non-profit eligible entity that is geographically located in an area contiguous to or within reasonable proximity of the unserved area and that is already providing related services in the unserved area."
<b>10.9. Does the State CSBG statute and/or regulations provide for de-designation of eligible entities?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
<b>10.9a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for de-designation of eligible entities.</b>  CSP agrees to follow the requirements of the CSBG Act and adhere to the guidance in CSBG IM 116 for de-designation of an eligible entity. CSP will develop detailed procedures for de-designation during FFY 2016.
<b>10.10. Does the State CSBG statute and/or regulations specify a process the State CSBG agency must follow to re-designate an existing eligible entity?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
<b>10.10a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for re-designation of existing eligible entities.</b>  CSP agrees to follow the requirements of the CSBG Act and adhere to the guidance in CSBG IM 116 for re-designation of an eligible entity. CSP will develop detailed procedures for re-designation during FFY 2016.
<b>Fiscal Controls and Audits and Cooperation Assurance</b>
<b>10.11. Fiscal Controls and Accounting:</b> Describe how the State's fiscal controls and accounting procedures will a) permit preparation of the SF-425 Federal fiscal reports (FFR) and b) permit the tracing of expenditures adequate to ensure funds have been used appropriately under the block grant, as required by Block Grant regulations applicable to CSBG at 45 CFR 96.30(a).  CSP will: 1. establish fiscal control and fund accounting procedures necessary to assure the proper disbursement of and accounting for federal funds paid to the State, including procedures for monitoring the funds provided to the State; 2. ensure that cost and accounting standards of the Office of Management and the Budget (OMB) apply to CSBG fund recipients (both eligible entities/contractors, and subcontractors); 3. prepare an audit at least yearly, which is an audit of the expenditures of the State of amounts received under the CSBG Act, and amounts transferred to carry out the purposes of the CSBG Act; and 4. make appropriate books, documents, papers, and records available to the HHS/OCS and the Comptroller General of the U.S., or any of their duly authorized representatives, for examination, copying, or mechanical reproduction on or off the premises of the appropriate entity upon a reasonable request for the items.
<b>10.12. Single Audit Management Decisions:</b> Describe State procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR §75.521. If these procedures are described in the State monitoring protocols attached under item 10.2, indicate the page number. <a href="#">CLICK HERE FOR LINK TO 45 CFR §75.521</a>
<i>Note: This information is associated with State Accountability Measure 4Sd.</i>
All CSBG eligible entities and service providers who spend \$750,000 or more in federal assistance annually must comply with the requirements set forth in OMB Circular A-133, regardless of the amount of state assistance also received. The ceiling of \$750,000 means federal funds from all sources, not just CSBG. This is a required document submitted annually with each eligible entity and service providers CSBG application.
<b>10.13. Assurance on Federal Investigations:</b> Will the State "permit and cooperate with Federal investigations undertaken in accordance with <a href="#">Section 678D(a)</a> " of the CSBG Act, as required by the assurance under <a href="#">Section 676(b)(7)</a> of the CSBG Act? <input checked="" type="radio"/> Yes <input type="radio"/> No
<i>If this is the first year filling out the automated State Plan, skip the following question.</i>

**10.14. Performance Management Adjustment:**

How is the State adjusting monitoring procedures in this State Plan as compared to past plans? Any adjustment should be based on the State's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the State is not making any adjustments, provide further detail.

*Note: This item is associated with [State Accountability Measure 4S](#) and may pre-populate the State's annual report form.*

## Section 11: Eligible Entity Tripartite Board

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**Administration for Children and Families**  
**Community Services Block Grant (CSBG)**

Form Approved  
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### SECTION 11 Eligible Entity Tripartite Board

**11.1. Which of the following measures are taken to ensure that the State verifies CSBG Eligible Entities are meeting Tripartite Board requirements under [Section 676B](#) of the CSBG Act?** *[Check all that applies and narrative where applicable]*

- ☒ Attend Board meetings
- ☒ Review copies of Board meeting minutes
- ☒ Keep a register of Board vacancies/composition
- ☐ Other

**11.2. How often does the State require eligible entities (which are not on TAPs or QIPs) to provide updates (e.g., copies of meeting minutes, vacancy alerts, changes to bylaws, low-income member selection process, etc.) regarding their Tripartite Boards?** *[Check all that applies and narrative where applicable]*

- ☒ Annually
- ☐ Semiannually
- ☐ Quarterly
- ☐ Monthly
- ☐ Other

**11.3. Assurance on Eligible Entity Tripartite Board Representation:**

Describe how the State will carry out the assurance under [Section 676\(b\)\(10\)](#) of the CSBG Act that the State will require eligible entities to have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entities' Tripartite Board.

*Note: This response will link with the corresponding assurance, item 14.10.*

CSP assures that each of its eligible entities will establish policies and procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation. CSP will ensure compliance with this assurance through the verification of Tripartite Board establishment documents and monitoring. The establishment of such procedures in the assurance will be a requirement for eligible entities in the establishment process of their Tripartite Board in addition to other requirements, as appropriate. In addition, eligible entities must submit signed assurances to CSP as the State's assurances to the HHS/OCS (as applicable), and this assurance is clearly applicable. They must describe how they will carry out this assurance through their respective Tripartite Board eligible entity designation or re-designation (as appropriate) request for CSBG funds. CSP will provide training and technical assistance as needed.

**11.4. Does the State permit public eligible entities to use, as an alternative to a Tripartite Board, "another mechanism specified by the State to assure decision-making and participation by low income individuals in the development, planning, implementation, and evaluation of programs" as allowed under [Section 676B\(b\)\(2\)](#) of the CSBG Act.** ☐ Yes ☒ No

**11.4a. If yes, describe the mechanism used by public eligible entities as an alternative to a Tripartite Board.**

The policy of the State is that no organization, public or private sector, will be designated as an "eligible entity" for CSBG purposes unless a formal Tripartite Board is not only established, but operates as a Tripartite Board consistent with the Congressional intent, the CSBG Act, and the State Plan with respect to the process for its establishment, and its overall role and purposes for governance and administration of the CSBG Program. The State of Wyoming's CSBG network's local eligible entities will both represent and are accountable to their local communities for the manner in which they pursue their poverty-fighting mission, as well as in the way they use the resources of the CSBG. By statute, CSBG-funded agencies will be governed by a board of directors consisting of elected local public officials, representatives of the low-income community, and appointed leaders from the private sector. This unique Tripartite Board structure is fundamental to the historical Community Action concept. It empowers low-income people to participate directly in the development of responses to poverty conditions; at the same time, private and public representatives gain a much clearer knowledge of the issues confronting low-income people in their community. These members offer their unique expertise to the policy-making, business planning, and operational aspects of the eligible entities.

## Section 12: Individual and Community Eligibility Requirements

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Administration for Children and Families  
Community Services Block Grant (CSBG)

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### SECTION 12

#### Individual and Community Income Eligibility Requirements

##### 12.1. Required Income Eligibility:

What is the income eligibility threshold for services in the State?

*[Check one item below.]*

☐ 125% of the HHS poverty line

☐ X% of the HHS poverty line (fill in the threshold)      % *[Response Option: numeric field]*

☒ Varies by eligible entity

##### 12.1a. Describe any State policy and/or procedures for income eligibility, such as treatment of income and family/household composition.

An addition to the Eligibility Requirements, a Standardized Client Application and was implemented. CSP believes this will assist in the client intake process, collection and reporting of data required in monthly and annual reports, and ensure proper documentation is maintained in the client files.

##### 12.2. Income Eligibility for General/Short-Term Services:

For services with limited in-take procedures (where individual income verification is not possible or practical), how does the State ensure eligible entities generally verify income eligibility for services? An example of these services is emergency food assistance.

This process is included in the Eligibility Requirements, attached in 12.1.

##### 12.3. Community-targeted Services:

For services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations), how does the State ensure eligible entities' services target and benefit low-income communities?

This process is included in the Eligibility Requirements, attached in 12.1.

## Section 13: Results Oriented Management and Accountability (ROMA) System

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**Administration for Children and Families**  
**Community Services Block Grant (CSBG)**

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### SECTION 13

#### Results Oriented Management and Accountability (ROMA) System

#### 13.1. ROMA Participation:

In which performance measurement system will the State and all eligible entities participate, as required by [Section 678E\(a\)](#) of the CSBG Act and the assurance under [Section 676\(b\)\(12\)](#) of the CSBG Act?

*Note: This response will also link to the corresponding assurance, Item 14.12.*

- ☒ The Results Oriented Management and Accountability (ROMA) System
- ☒ Another performance management system that meets the requirements of [Section 678E\(b\)](#) of the CSBG Act
- ☐ An alternative system for measuring performance and results.

**13.1a. If ROMA was selected in Item 13.1, attach and/or describe the State's written policies, procedures, or guidance documents on ROMA.**

WyoROMA is described in "The Planning Process".

**13.1b. If ROMA was not selected in Item 13.1, describe the system the State will use for performance measurement.** *[Narrative, 2500 characters]*

WyoROMA is described in "The Planning Process".

**13.2. Indicate and describe the outcome measures the State will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization, as required under [Section 676\(b\)\(12\)](#) of the CSBG Act?**

*Note: This response will also link to the corresponding assurance, Item 14.12.*

- ☒ CSBG National Performance Indicators (NPIs)
- ☐ NPIs and others
- ☒ Others

Each eligible entity and service provider is required to collect, maintain, and report client characteristics and demographics. Monthly reports include number of unduplicated persons served and number of services provided. Annual reporting consists of the Information System (IS) Survey and National Performance Indicators (NPI) Report.

**13.3. How does the State support the eligible entities in using the ROMA system (or alternative performance measurement system)?**

*Note: The activities described under Item 13.3 may include activities... listed in "Section 8: State Training and Technical Assistance." If so, mention briefly, and/or cross-reference as needed. This response will also link to the corresponding assurance, item 14.12.*

The CSP Manager is currently completing Phase 1 of the ROMA Training. CSP intends to provide ROMA Training to all eligible entities during FFY 2016.

#### 13.4. Eligible Entity Use of Data:

**How is the State validating that the eligible entities are using data to improve service delivery?**

*Note: This response will also link to the corresponding assurance, Item 14.12.*

As part of the CSBG Application for funding, eligible entities and service providers are required to submit goals using the WyoROMA system. Monthly, these goals are reviewed when unduplicated people and number of services provided are reported for each project. CSP plans to provide further training to eligible entities during FFY 2016.

#### Community Action Plans and Needs Assessments

**13.5. Describe how the State will secure a Community Action Plan from each eligible entity, as a condition of receipt of CSBG funding by each entity, as required by [Section 676\(b\)\(11\)](#) of the CSBG Act.**

*Note: this response will link to the corresponding assurance, Item 14.11.*

Each eligible entity is required to create a Community Action Plan annually and submit it with their annual CSBG application.

#### 13.6. State Assurance:

**Describe how the State will assure that each eligible entity includes a community needs assessment for the community served (which may be coordinated with community needs assessments conducted by other programs) in each entity's Community Action Plan, as required by [Section 676\(b\)\(11\)](#) of the CSBG Act.**

*Note: this response will link to the corresponding assurance, Item 14.11.*

Each eligible entity is required to conduct a Community Needs Assessment once every three (3) year period and submit it with their annual CSBG application.

## Section 14: CSBG Programmatic Assurances and Information Narrative

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Administration for Children and Families  
Community Services Block Grant (CSBG)

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### SECTION 14 CSBG Programmatic Assurances and Information Narrative (Section 676(b) of the CSBG Act)

#### 14.1 Use of Funds Supporting Local Activities

##### CSBG Services

#### 14.1a. 676(b)(1)(A): Describe how the State will assure "that funds made available through grant or allotment will be used -

(A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under title IV of the Social Security Act, homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals--

(i) to remove obstacles and solve problems that block the achievement of self sufficiency (particularly for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);

(ii) to secure and retain meaningful employment;

(iii) to attain an adequate education with particular attention toward improving literacy skills of the low-income families in the community, which may include family literacy initiatives;

(iv) to make better use of available income;

(v) to obtain and maintain adequate housing and a suitable living environment;

(vi) to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent individual and family needs;

(vii) to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to -

(I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and

(II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

Activities and services provided in Wyoming's CSBG Program will reflect the diversity of the needs of low-income individuals and families. Such needs will be determined primarily by the low-income people themselves through (1) their input from their representation on eligible entity tripartite governance boards, (2) local and state level public hearings, (3) the best and most recent available poverty data and information, (4) data and information derived from local needs assessments which will be conducted in each geographical area, and (5) input from local and state level human services providers, along with other information from knowledgeable individuals and organizations relative to the poor. It is strongly intended that the funds provided to CSBG eligible entities and subcontractors be used to increase the levels of services and activities, or to increase the types of services and activities provided to the poor, including youth and elderly, and not be used to replace previous appropriations of local funds for these purposes. Clearly, the State will not allow the supplanting of other funds with CSBG funds. CSBG eligible entities and subcontractors will implement this section of the CSBG Act through many diverse programs and activities. Conceptually, programs have changed each year to varying degrees based upon the respective local needs and resources with regard to the low-income population. CSP monitors compliance with CSBG assurances using a process designed to document program accomplishments along with planned outputs. The planned work programs outline problems, goals, target populations, strategies, and projected outcomes. The program performance and fiscal reports detail achievements, expenditures by categories, people assisted by service categories, client characteristics, and a vast array of other appropriate and pertinent information. Such reports are submitted to CSP on a monthly basis, in addition to an annual report from each eligible entity and their subcontractors. In terms of the range of services and activities, CSBG has historically been, and will continue to be, an extremely vital part of the human service system in Wyoming. CSBG funds are used for program operations and direct client service activities to provide a comprehensive, multi-faceted approach to identifying and resolving problems and issues, and to eliminating conditions of poverty.

##### Needs of Youth

#### 14.1b. 676(b)(1)(B) Describe how the State will assure "that funds made available through grant or allotment will be used -

(B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as--

(i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and

(ii) after-school child care programs;

CSBG funds are used to support the needs of youth in low-income communities. Examples of programs include childcare programs, transportation and/or nutrition assistance to Head Start programs, and YMCA scholarship assistance.

##### Coordination of Other Programs

#### 14.1c. 676(b)(1)(C) Describe how the State will assure "that funds made available through grant or allotment will be used -

(C) to make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including State welfare reform efforts)

CSP will collaborate with all appropriate and pertinent parties to provide training, information, and technical assistance to grantees. CSP will continue to work with all relevant state and local agencies, both public and private, to ensure coordination of services, and to avoid duplication.



<b>State Use of Discretionary Funds</b>
<b>14.2 676(b)(2) Describe "how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in section 675C(b) in accordance with this subtitle, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of this subtitle."</b>
<i>Note: The State describes this assurance under "State Use of Funds: Remainder/Discretionary," items 7.9 and 7.10</i>
<b>Eligible Entity Service Delivery, Coordination, and Innovation</b>
<b>14.3. 676(b)(3) "Based on information provided by eligible entities in the State, a description of..."</b>
<b>14.3a. 676(b)(3)(A) Describe "the service delivery system, for services provided or coordinated with funds made available through grants made under 675C(a), targeted to low-income individuals and families in communities within the State;</b>
Both The Community Action Plan and The Planning Process are formal requirements of the CSBG application for funding which is submitted annually .
<b>Eligible Entity Linkages - Approach to Filling Service Gaps</b>
<b>14.3b. 676(b)(3)(B) Describe "how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and followup consultations."</b>
<i>Note: The State describes this assurance in the State Linkages and Communication section, item 9.3b.</i>
<b>Coordination of Eligible Entity Allocation 90 Percent Funds with Public/Private Resources</b>
<b>14.3c. 676(b)(3)(C) Describe how funds made available through grants made under 675C(a) will be coordinated with other public and private resources."</b>
<i>Note: The State describes this assurance in the State Linkages and Communication section, item 9.7.</i>
<b>Eligible Entity Innovative Community and Neighborhood Initiatives, Including Fatherhood/Parental Responsibility</b>
<b>14.3d. 676(b)(3)(D) Describe "how the local entity will use the funds [made available under Section 675C(a)] to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging parenting."</b>
<i>Note: The description above is about eligible entity use of 90 percent funds to support these initiatives. States may also support these types of activities at the local level using State remainder/discretionary funds, allowable under Section 675C(b)(1)(F). In this State Plan, the State indicates funds allocated for these activities under item 7.9(f).</i>
CSP will strongly encourage local eligible entities and their subcontractors to initiate innovative community and neighborhood-based initiatives related to the purposes of the CSBG, which may include fatherhood initiatives, where necessary, and other initiatives with the goals of strengthening families and encouraging effective parenting. A description of how local CSBG programs will perform these initiatives must be included in their local applications to CSP, and through their respective community action plans. Eligible entities must also describe how they will implement their signed assurances with regard to these initiatives.
<b>Eligible Entity Emergency Food and Nutrition Services</b>
<b>14.4. 676(b)(4) Describe how the State will assure "that eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals."</b>
Hunger is clearly one of the most visible and key elements of poverty. Many people are unable to eat adequately or nutritiously because of the lack of resources. The amount of CSBG funds for feeding and nutrition programs in Wyoming has risen each year since its inception in 1982. Each year, more local grantees are choosing to use more funds for these types of programs. The "emergency assistance" category is one of the most used in Wyoming's CSBG program. Within that, "health services" are the most used, both in terms of funds spent and people served. Peoples' health is clearly the top priority in Wyoming's CSBG program, and the provision of nutrition and food services clearly are most crucial.
<b>State and Eligible Entity Coordination/linkages and Workforce Innovation and Opportunity Act Employment and Training Activities</b>
<b>14.5. 676(b)(5) Describe how the State will assure "that the State and eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services, and [describe] how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, in the State and in communities with entities providing activities through statewide and local workforce development systems under such Act."</b>
<i>Note: The State describes this assurance in the State Linkages and Communication section, items 9.1, 9.2, 9.3a, 9.4, 9.4a, and 9.4b.</i>
<b>State Coordination/Linkages and Low-income Home Energy Assistance</b>
<b>14.6. 676(b)(6) Provide "an assurance that the State will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low income home energy assistance) are conducted in such community."</b>
<i>Note: The State describes this assurance in the State Linkages and Communication section, items 9.2 and 9.5.</i>
<b>Federal Investigations</b>
<b>14.7. 676(b)(7) Provide "an assurance that the State will permit and cooperate with Federal investigations undertaken in accordance with section 678D."</b>
<i>Note: The State addresses this assurance in the Fiscal Controls and Monitoring section, item 10.13.</i>
<b>Funding Reduction or Termination</b>

14.8. 676(b)(8) Provide "an assurance that any eligible entity in the State that received funding in the previous fiscal year through a community services block grant made under this subtitle will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b)."

*Note: The State addresses this assurance in the Fiscal Controls and Monitoring section, item 10.7.*

#### Coordination with Faith-based Organizations, Charitable Groups, Community Organizations

14.9. 676(b)(9) Describe how the State will assure "that the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations."

*Note: The State describes this assurance in the State Linkages and Communication section, item 9.6.*

#### Eligible Entity Tripartite Board Representation

14.10. 676(b)(10) Describe how "the State will require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation."

*Note: The State describes this assurance in the Eligible Entity Tripartite Board section, 11.3.*

#### Eligible Entity Community Action Plans and Community Needs Assessments

14.11. 676(b)(11) Provide "an assurance that the State will secure from each eligible entity in the services block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs."

*Note: The State describes this assurance in the ROMA section, items 13.5 and 13.6.*

#### State and Eligible Entity Performance Measurement: ROMA or Alternate system

14.12. 676(b)(12) Provide "an assurance that the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and [describe] outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization."

*Note: The State describes this assurance in the ROMA section, items 13.1, 13.2, 13.3, and 13.4.*

Validation for CSBG Eligible Entity Programmatic Narrative Sections

14.13. 676(b)(13) Provide "information describing how the State will carry out the assurances described in this section."

*Note: The State provides information for each of the assurances directly in section 14 or in corresponding items throughout the State Plan, which are included as hyperlinks in section 14.*



**By checking this box, the State CSBG authorized official is certifying the assurances set out above.**

## Section 15: Federal Certifications

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Administration for Children and Families  
Community Services Block Grant (CSBG)

Form Approved  
OMB No:0970-0382  
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### SECTION 15 Federal Certifications

#### CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The box after each certification must be checked by the State CSBG authorized official.

#### 15.1. Lobbying

After assurance select a check box:



By checking this box, the State CSBG authorized official is providing the certification set out above.

#### CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76,

Subpart, F. Sections 76.630(c) and (d)(2) and 76.645 (a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

#### Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

&nbsp;1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.

&nbsp;2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

&nbsp;3. For grantees other than individuals, Alternate I applies.

&nbsp;4. For grantees who are individuals, Alternate II applies.

&nbsp;5. Workplaces under grants, for grantees other than individuals, need to be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

&nbsp;6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).

&nbsp;7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).

&nbsp;8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

***Controlled substance*** means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);.

***Conviction*** means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

***Criminal drug statute*** means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

***Employee*** means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

## **Certification Regarding Drug-Free Workplace Requirements**

### **Alternate I. (Grantees Other Than Individuals)**

The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about - -

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will - -

(1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within 10 calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted - -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

### **Alternate II. (Grantees Who Are Individuals)**

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

15.2. Drug-Free Workplace Requirements

After assurance select a check box:



By checking this box, the State CSBG authorized official is providing the certification set out above.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - -  
Primary Covered Transactions

Instructions for Certification

&nbsp;1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

&nbsp;2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

&nbsp;3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

&nbsp;4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

&nbsp;5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

&nbsp;6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

&nbsp;7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusive-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions

&nbsp;8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

&nbsp;9. Nothing contained in the foregoing shall be construed to require establishment of a

system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

&nbsp;10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

#### **Certification Regarding Debarment, Suspension, and Other Responsibility Matters - - Primary Covered Transactions**

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

#### **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - - Lower Tier Covered Transactions**

##### ***Instructions for Certification***

&nbsp;1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below

&nbsp;2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other

&nbsp;3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

&nbsp;4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

&nbsp;5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart

9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

&nbsp;6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

&nbsp;7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

&nbsp;8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

&nbsp;9. Except for transactions authorized under paragraph five of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - -  
Lower Tier Covered Transactions**

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**15.3. Debarment**

After assurance select a check box:



By checking this box, the State CSBG authorized official is providing the certification set out above.

**CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity by signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.



15.4. Environmental Tobacco Smoke

After assurance select a check box:



By checking this box, the State CSBG authorized official is providing the certification set out above.

**THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)**

Public reporting burden for this collection of information is estimated to average 10 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.